

**POSITION DESCRIPTION****NR-4****Town of Needham****Library Technical Services Supervisor****11/03*****Duties:***

Under direction of the Library Director, coordinate the work of the Technical Services Department, including the acquisition, cataloging, classifying, data entry, and processing of all library materials (books, videocassettes, DVDs, audiocassettes, books-on-tape, compact discs, serials, CD-ROMs, etc.).

Maintain the Needham Library's materials collection in the Minuteman Library Network's database, adding and withdrawing items and title records and resolving bibliographic problems as required.

Interview and select (in conjunction with the Director), train, supervise, and evaluate employees in the Technical Services Department. Supervise the Assistant Cataloger and two part-time Library Assistants, plus other staff members whose work interfaces with that of the Technical Services Department. Supervise the maintenance of the on-line acquisition system and the shelf list. Revise fiction cataloging done by the Assistant Cataloger. Supervise receipt of new books and all other library materials, checking against invoices. Withdraw materials that are lost or damaged.

Coordinate policies, procedures and scheduling related to the technical service functions of the Library. Develop and implement procedures for acquisition and processing of books and audio-visual materials (DVDs, videocassettes, audiocassettes, books-on-tape, compact discs, CD-ROMs, etc.) to maintain the efficiency of the department, taking advantage of new technologies.

Manage all bibliographic aspects of participation in the Minuteman Library Network; train appropriate Technical Services, Children's, and Circulation staff in bibliographic data entry; diagnose and resolve computer problems; and implement new database procedures as Minuteman practices and policies change. Represent the library on the Minuteman Library Network Bibliographic Committee and other appropriate Minuteman committees and task forces. Attend professional workshops, seminars, and continuing educational opportunities. Act as liaison with Minuteman's database manager and Bibliographic Services Head regarding database issues. Communicate relevant database issues to appropriate staff; respond to database questions and problems from all library departments. Resolve database problem inquiries from Minuteman's database manager for all types of materials, adult and juvenile.

Substitute in the Reference Department and perform other duties as required.

***Basic Knowledge:***

Position requires a Masters degree in Library Science.

***Experience***

Three years of professional library experience, with increasing cataloging, technical services and supervisory responsibilities.

***Independent Action:***

Function independently within scope of established library policies and goals. Consult with the Director on policy decisions and procedural decisions that may affect another library department.

***Supervisory Responsibility:***

Provide supervision for up to three FTEs (7 individuals).

***Physical and Environmental Standards:***

- Normal office environment with high traffic volume, not subject to extremes in temperatures, odors, etc. Subject to noise.
- Regular interruptions to assist staff and volunteers.
- Extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of books and other library materials, plus files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.
- May require evening and weekend work.
- Some walking, bending, reaching, climbing stairs.